

Montana Unique Student Identifier Manual Entry

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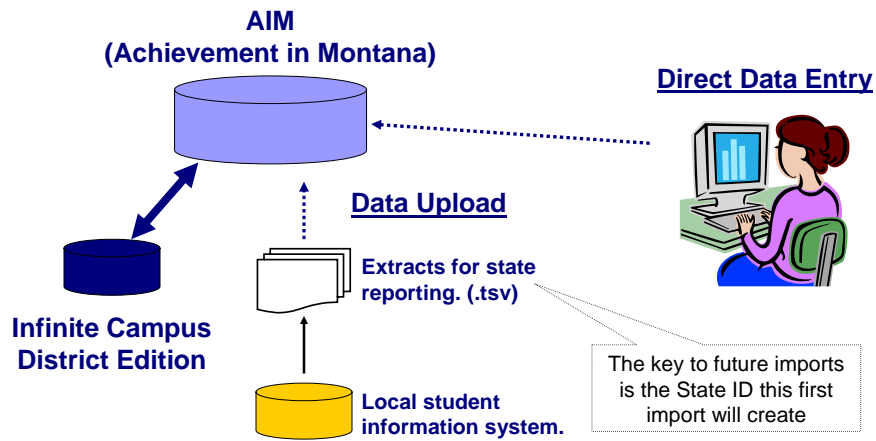
Agenda

1. Overview and Purpose
2. Direct Data Entry
3. Extract Student Summary
4. Questions



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Overview of State Reporting Process



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MT State Reporting > Direct Data Entry

Steps involved:

1. Student Search
2. Create New Student
3. Enter Data
4. State ID number assigned

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Connecting to AIM (OPI's IC State Edition)

- Web Address (URL):
<https://aim.opi.mt.gov/mtstate/aim.jsp>
- Enter in your user name and password
 - ☐ Sent to the Authorized Rep by OPI on Sept 1st.



Infinite Campus
State Edition
Version: 2007.1

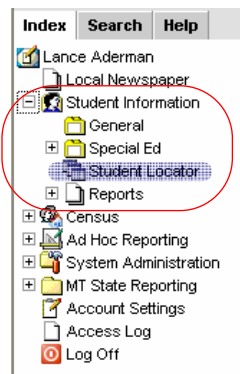
stateEditionMT
Logged off

User Name:

Password:

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MT State Reporting > Direct Data Entry



The first step is to search for the student in the AIM system to determine if they already have a state student ID assigned.

- Choose “Student Locator” from the Index tab.

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Student Locator

- Enter student's last name, first name, and gender.
- Click Search

Last Name* miller
 First Name* jason
 Gender* M
 Birth Date
 Middle Name
 SSN #
 State ID

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Student Locator

- A list of existing students will appear with a percentage of how well they match your criteria. **Review carefully.**
- If a close match is found:
 - ☐ Double click the student record, and verify the information to determine if this is the student you are looking for.
- If an exact match is found:
 - ☐ Double click on the student's name to make corrections to the information.

Last Name* miller
 First Name* jason
 Gender* M
 Birth Date
 Middle Name
 SSN #
 State ID

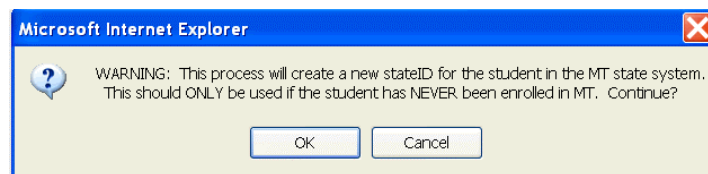
Name	State ID	Gender	Birth Date	%
Miller, Jason Dean	907575474	M	10/06/1991	100
Miller, Jason Adams	627967385	M	10/06/1992	67

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- If student is not in the list:
 - ☐ Click Create New Student button

Create New Student

- You will see the warning below. This option will create a new state student ID.
 - ☐ Click OK.



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Identity Information

- Select Year and School from the dropdown menus
- Enter student Identity Info
- Required fields include:
 - ☐ Last Name
 - ☐ First Name
 - ☐ Gender
 - ☐ Birthdate
 - ☐ Race/Ethnicity
- The remaining fields will not be collected in the system.
 - ☐ These will be removed from the screen during a later phase of implementation.

Save

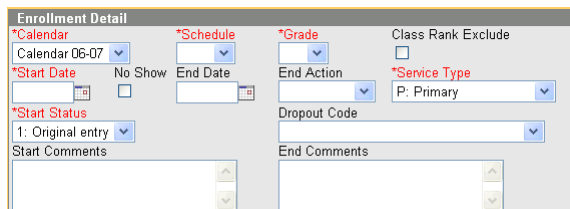
Person Info			
Student Number	<input type="text"/>		
State ID	<input type="text"/>		
<input type="checkbox"/> Generate Number			
--Assigned When Saved--			
Identity Info			
*Last Name	*First Name	Middle Name	Suffix
miller	jason		
*Gender	Birth Date	Soc. Sec. Number	
Male			
Race Ethnicity	No Image Available		
05: White			
Birth Country			
Date Entered US			
Birth Verification			
Nickname			
Comments			
Enrollment Detail			
*Calendar	*Schedule	*Grade	Class Rank Exclude
Calendar 06.07			

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Enrollment Detail Information

■ Enter Enrollment Detail information:

- ☐ Calendar (06-07)
- ☐ Schedule (Main)
- ☐ Grade
- ☐ Start Date
- ☐ Service Type (Primary for most)
- ☐ Start Status (Original Entry for most)



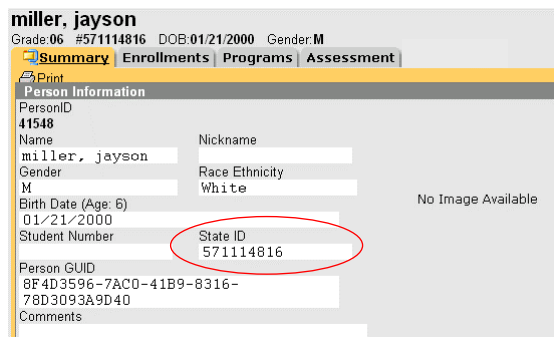
■ Choose Save

- ☐ Disk icon at top left of screen.

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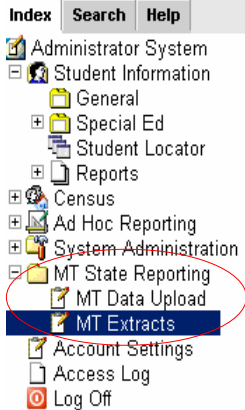
State ID Assigned

- After saving the new student, you will see the student's General Information Summary tab and a State ID will be assigned.



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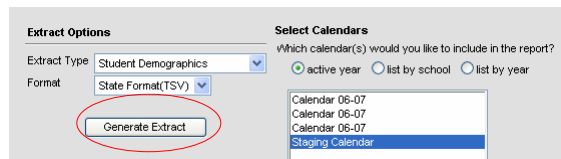
Student Summary List



- Choose MT Extracts
- Select your school from the drop down menu

School: Absarokee 7-8 State Edition

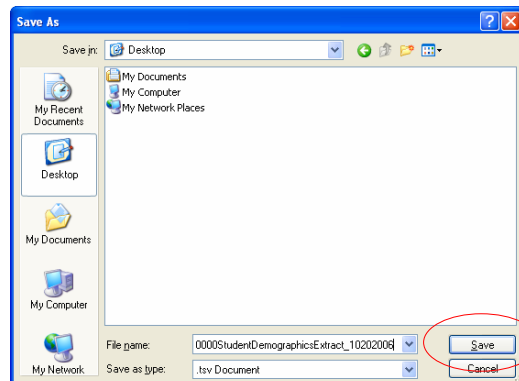
- Make sure your screen matches the one below and select Generate Extract



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Save the File

- Click on save
- Save the file to a location and name of your choice.
 - If you have multiple legal entities, you might want to use the following naming standard
 - xxxStudentIDExtract
mmddyyyy.tsv
 - xxx=legal entity number
 - mm=two digit month
 - dd=two digit day
 - yyyy=four digit year
- Repeat the process by logging off and back in for each of your legal entity system accounts



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Student ID Template

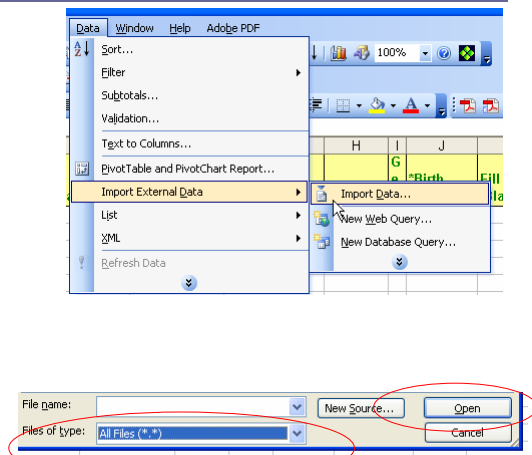
- Logoff the AIM system
- Go to the AIM website www.opi.mt.gov/itprojects/aim.html and select the Training tab
- Click on the Student ID template file and save to a location of your choice.
 - When the file has been saved, double-click to open the file in Excel
 - Put your cursor in cell A2



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Data Import

- From the Excel menu, choose Data, Import External Data, Import Data
- A Select Data Source screen will be displayed
 - Change the Files of Type to All Files
 - Browse to the file you saved and click on Open



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- [illegible]

Verify Data

-
- The screenshot shows the 'Import Data' dialog box. The 'Existing worksheet:' radio button is selected. The text box next to it contains 'OGRAPHIC DATA!\$P\$26'. To the right of this text box is a small icon of a worksheet with a red 'X'. Below the text box are two buttons: 'OK' and 'Cancel'. The 'OK' button is circled in red. At the bottom of the dialog, there are three buttons: 'Properties...', 'Parameters...', and 'Edit Query...'. Above the 'Properties...' button is a link that says 'Create a PivotTable report...'. The dialog box has a blue title bar with the text 'Import Data' and a red 'X' button in the top right corner.

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Questions

- Using the system
 - Generating Student IDs
 - Importing & Extracting Data
- Infinite Campus Help Desk 1-888-461-2004

- OPI Implementation of the system
 - Questions about the system
 - Login and Passwords
- OPI Project Manager – 406-444-1641

- OPI Website – www.opi.mt.gov/itprojects/aim.html

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